

## Instructions for Completing

### LIQ-319 BEER AUTHORIZED REPRESENTATIVE CERTIFICATE OF APPROVAL HOLDERS SUMMARY TAX REPORT

This report must be completed by all Beer Authorized Representative Certificate of Approval Holders each month and postmarked on or before the 20<sup>th</sup> of the following month (except for Saturdays, Sundays and Legal Holidays). A report must be filed EVERY MONTH, including months when there is no activity. Report all shipments in the month regardless of invoice date. DO NOT REPORT SALES DELIVERED TO: WSLCB, Military Installations, Commercial Carriers, or Ships Chandlers.

**Correction report** (check box): Include changes only (additions or subtractions) that need to be made to the original report.

Licensee Number: Enter your Washington State Liquor Control Board (WSLCB) 6 digit licensee number.

Licensee Name: Formula driven to show Licensee name (or enter if preparing manually)

Location Address: Formula driven to show Licensee address (or enter if preparing manually)

City, State, Zip: Formula driven to show City, State Zip (or enter if preparing manually)

MONTH: Enter report month (month when the beer was shipped into WA)

YEAR: Enter report year.

**Please complete the numbered fields as follows: (round to two decimal places)**

	<b>If you are licensed for domestic and/or foreign shipments and you have no shipments for the month, make sure that you check the appropriate box for no shipments.</b>
<b>Part 1</b>	<b>List all distributors or importers Washington State Liquor Control Board licensee numbers in column 1. Please use the enclosed list of distributor / importer licensee numbers.</b>
(1)	Enter the 6-digit WSLCB licensee number of receiving distributor or importer in Washington State.
(2)	Formula driven to show name of distributor / importer or enter name if doing manually.
(3)	Enter the location city of the distributor / importer.
(4)	Enter the brewery's name for domestic product that you have shipped to this distributor or importer. List each brewery on a separate line for all domestic products. Enter FOREIGN in this column for the foreign product shipped to the distributor. Only use ONE line per distributor or importer for ALL foreign product shipped.
(5)	Enter the total barrels shipped.
(6)	Total barrels from all other pages.
(7)	Formula driven to calculate total barrels this page plus total from line 6 or do manually.
	<b>DO NOT</b> complete lines 8-13, unless you have shipped samples into the state to someone other than the distributor or importer.

	<b><u>Samples must be reported as follows: (Round to 2 decimal places)</u></b>
<b>Part 2</b>	Samples shipped to Washington Beer Importers or Distributors for their use, include in Part 1. Report beer samples that are given to Washington retailers, your licensed agent or anyone other than your distributor or importer in this section.
	<b><u>Computation of Taxes due on samples to Agents/Retailers: (Round to 2 decimal places).</u></b>
(8)	Enter the total barrels of beer samples shipped into Washington State for the month.
(9)	Formula driven to calculate line 8 multiplied by \$8.080 (All authorized representative COA's tax rate per barrel). Multiple line 8 by \$8.080 if preparing manually.
(10)	Enter the amount of penalties, if reporting late. (Reports are due the 20 <sup>th</sup> of the following month and penalties accumulate at 2% PER month of the total tax due on line 9).
(11)	Enter the amount of any refund, show as negative number or any adjustment (balance due or correction) show as positive number.
(12)	Formula driven (or process manually) to calculate Total Due (if negative, the Total Refund Due) for the current month.

### Certified True and Correct Under Penalty of Perjury

	Signature of person completing form: MUST SIGN IF PAPER FORM IS MAILED
	Enter printed Name of person who completed the form.
	Enter the date form completed.
	Enter the telephone number of person who completed the form.